

TO: CITY MANAGER 2001 November 20

FROM: MAJOR CIVIC BUILDING PROJECT
COORDINATION COMMITTEE

SUBJECT: RCMP FACILITIES PLANNING STUDY

PURPOSE: To obtain funding approval to undertake a Facilities Planning Study and Needs Analysis for the RCMP Detachment Building.

Recommendation:

1. THAT Council approve the expenditure of \$75,000 plus GST for the Police Department Space Planning Study as outlined in this report.

REPORT

Background:

The City of Burnaby contracts the policing services of the Royal Canadian Mounted Police through the Municipal Policing Agreement and Municipal Police Unit Agreement of 1992. Through the agreement the City provides furnished office space, jail facilities and parking for the detachment of 241 regular police officers of which 70 are located in satellite facilities. The headquarters also accommodates 96 full and part-time City employees and 39 auxiliaries.

The RCMP detachment building located at 6355 Deer Lake Avenue opened 1968 March 02 with a floor area of approximately 45,000 sq.ft. plus a parking garage. In 1981 a 8,450 sq.ft. wing was added to the original structure to provide additional office space. Since the addition there have been some minor interior alterations within the detachment to deal with a variety of space issues.

Over the past few years a total of four Community Police Offices have been created within the City. The Community Police Offices facilitate community involvement in joint problem solving initiatives and with the completion of the fourth station in 2000 September has brought the total of police officers redeployed to the CPO's to 35 (including neighbourhood and school liaison officers, district supervisors and district commanders). While this reduction in police personnel at the main detachment has offset some of the pressure on the existing space, it must be noted that the CPO members are primarily "on-road" resources that historically exert a lesser demand on the office space at the main detachment. Another significant move occurred during the City Hall Refurbishment project in 1996 May which transferred 35 police officers of the Traffic and Drug Sections of the RCMP to a satellite facility in the City Hall-West Building.

Changes in service delivery in the years since the detachment was constructed have had a significant impact on the use of the available space. Changes in administrative procedures, new legislative requirements, advances in technology, specialized training and the introduction of new community based services have all contributed to the space demand.

The current space plan has evolved over the years due to a number of factors and adjustments to address operational requirements. In order to accommodate these requirements, a number of minor renovations have taken place which have resulted in modifications which have affected the performance of the building's mechanical and electrical systems and resulted in less efficient use of the floor space, compromising the effectiveness of interdepartmental operations among the various sections of the RCMP.

In this regard the RCMP have expressed concern with the adequacy of the existing facility and have requested that a space planning study be undertaken by the City to determine what improvements may be required.

Proposed Planning Study:

Arising from discussions between the RCMP and members of the Civic Development Committee during a tour of the detachment on 2001 November 01, staff was directed to prepare Terms of Reference for a Space Planning Study which would provide the RCMP and the Committee with information and a recommended approach regarding the provision of facilities for police operations in Burnaby.

In recognition of Capital Budget constraints and the time normally associated with substantive facilities planning reviews, it is proposed that there be a distinct two part process adopted. The first would involve a facilities and space planning study of the existing RCMP operations and include:

- key user group interviews to understand police strategy in relation to centralized and satellite facilities.
- identification of security issues and constraints.
- existing and projected (up to five years) service demand and personnel projections.
- identification of current and projected (up to five years) facility and space requirement for headquarters and community police functions.
- identification of core relationships and functional groupings.
- building area inventory of existing building and organizational groups, including community Policing stations.

In addition to the above and in the interest of any identified space requirements, the consultant will be required to:

RCMP Facilities Planning Study

To obtain funding approval to undertake a Facilities Planning Study and Needs Analysis for the RCMP Detachment Building.

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- undertake a space planning exercise and functional review of the existing RCMP facilities and recommend efficiencies that would maximize utilization of existing facilities within the Justice Complex and identify cost effective solutions such as minor renovations and alterations to address immediate and short term space accommodation improvements.
- identify departments and functional groupings within the Justice Complex that could potentially be relocated within the City Hall precinct to free up additional space within the RCMP detachment on an immediate or interim basis.
- conduct a technical audit of the Justice Complex, i.e., (structural, mechanical, electrical, code and environmental), to identify and determine the feasibility and most cost effective approach of undertaking immediate or interim works in the context of a broadly deferred longer term strategy. In addition, identify and assess the constraints in terms of the life expectancy and functional usefulness of the existing RCMP and Court facilities.
- based on the space needs identified, develop an immediate and interim accommodation strategy plan with various options (i.e., space re-allocation, minor improvements, relocation to other City facilities in the City Hall precinct) including related costs.
- prepare a comprehensive business plan with cost estimates within the framework of the City's Capital Budget program that would reflect a phased implementation of the approved plan.
- work with the Major Civic building Project Coordination Committee in assessing potential relocation and development options and make presentations to the Civic Development Committee of Council.

At the completion of the first phase of the Planning Study, it is the City's objectives to have a clear and comprehensive understanding of the space needs in the Justice Complex and develop both a business and a phased implementation plan that would reflect immediate and interim accommodation strategies to address any shortfalls identified.

Depending on the results and recommendations of the initial Study, the City may proceed to a second phase which will involve a comprehensive and technical assessment of the existing building and options.

Funding:

The cost of the proposed planning study has been estimated to be in the range of \$75,000. Funds are available as this Study is included under the 2001 Police Buildings Component of the 2001-2005 Annual Capital program.

Conclusion:

As outlined in this report the purpose of the Planning Study is to undertake a space planning exercise and functional review of the existing RCMP facilities and recommend efficiencies that would maximize utilization of existing facilities and offer solutions to address immediate and short term space accommodation improvements.

RCMP Facilities Planning Study

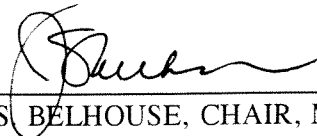
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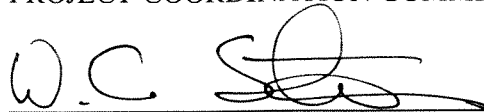
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In this regard it is recommended that Council approve the expenditure of \$75,000 to cover the costs of the proposed Police Department Space Planning Study.

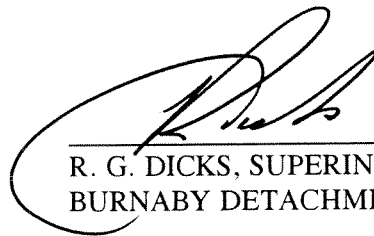
Subject to receiving approvals and funding from Council, the City will proceed into the implementation phase of the project. Depending on the results and recommendations of the study, a more comprehensive and technical assessment of the existing building systems and options may be undertaken by the City in a future phase to address longer term accommodation strategies



J.S. BELHOUSE, CHAIR, MAJOR CIVIC BUILDING
PROJECT COORDINATION COMMITTEE



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cc: Deputy City Manager-Corporate Labour Relations
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